



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-1300

Canc: Nov 18

USNANOTE 5060.1  
28/Spec Events  
23 Aug 18

USNA NOTICE 5060

From: Superintendent, U.S. Naval Academy

Subj: CONGRESSIONAL MEDAL OF HONOR SOCIETY CONVENTION

Encl: (1) Congressional Medal of Honor Society Convention Sequence of Events  
(2) Action Officer Duties and Responsibilities  
(3) Point of Contact List

1. Purpose. To establish roles and responsibilities in support of the Congressional Medal of Honor (CMOH) Society Convention in Annapolis, Maryland from Wednesday through Sunday, 12-16 September 2018.

2. Background. The CMOH Society will hold their bi-annual convention from Wednesday through Sunday, 12-16 September 2018 in Annapolis, Maryland. A number of events associated with the convention will be held at the U.S. Naval Academy (USNA) and Navy Marine Corps Memorial Stadium (NMCMS). Designated staff, faculty, and the Brigade of Midshipmen will support, participate in or otherwise attend many of these events as delineated in enclosure (1). Extensive VVIP/VIP attendance is anticipated.

3. Participation. USNA support of the CMOH Society convention will be coordinated through the Office of Special Events. CAPT (b) (6) Director, Office of Special Events, is designated as Officer-in-Charge for planning and support.

4. Action. General and specific functions for CMOH Planners as well as USNA Departments and Cost Centers are promulgated in enclosure (2).

5. Uniform. Prescribed uniform for USNA/Naval Support Activity (NSA) Annapolis officers, midshipmen and enlisted is the Uniform of the Day except as delineated below:

- a. Wreath Laying Ceremony - Officers/Midshipmen/Enlisted: Summer White
- b. Forrestal Lecture VIP Dinner - Officers/Midshipmen/Enlisted: Summer White
- c. Formal Parade (non participants) - Officers/Midshipmen/Enlisted: Summer White
- d. Patriot Award Reception and Gala - Officers/Midshipmen/Enlisted: Dinner Dress White
- e. Superintendent Tailgate at NMCMS - Officers/Midshipmen/Enlisted: Summer White

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## 6. Records Management

a. Records created as a result of this notice, regardless of media or format, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this notice, change or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Cancellation Contingency. This notice is in effect for three months or until it is suspended by another notice, whichever occurs first.



G.E. LANG, JR.  
Chief of Staff

Distribution:  
All Nonmids (electronically)

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CMOH SOCIETY CONVENTION SEQUENCE OF EVENTS(USNA-centric events listed in **BOLD**)Thursday, 13 September 2018

0800-0900	President's Breakfast and Opening Ceremony NOTE: Superintendent to speak	Westin Annapolis
0900-1130	CMOH Society Annual Meeting	Westin Annapolis
<b>1130</b>	<b>CMOH Society arrival</b>	<b>Tecumseh Court</b>
<b>1210</b>	<b>Review Brigade at Noon Meal Formation</b>	<b>Tecumseh Court</b>
<b>1220-1300</b>	<b>Lunch with Brigade of Midshipmen</b>	<b>King Hall</b>
<b>1315-1400</b>	<b>Wreath Laying Ceremony</b>	<b>Memorial Hall</b>
1230-1700	Spouse Luncheon and Outing	TBD
1500-1700	Autograph Signing Session	Westin Annapolis
<b>1730-1845</b>	<b>VIP Dinner with selected Midshipmen</b>	<b>Bo Coppedge Room</b>
<b>1900-2000</b>	<b>Forrestal Lecture Town Hall Forum</b>	<b>Alumni Hall</b>
1830-2200	Recipient Dinner	Chesapeake Bay Foundation

Friday, 14 September 2018

0700-0900	Breakfast Buffet	Westin Annapolis
<b>0800-1100</b>	<b>Recipient School Visits with Midshipmen Action Group (MAG) escorts</b>	<b>Local Schools</b>
<b>0900</b>	<b>USNA Chief Pinning Ceremony</b>	<b>Memorial Hall</b>
1130-1300	Lunch	Westin Annapolis
1300-1500	CMOH Foundation Board Meeting	Westin Annapolis
<b>1600-1700</b>	<b>Formal Parade</b>	<b>Worden Field</b>
<b>1830-2030</b>	<b>Patriot Award Reception and Gala</b>	<b>Dahlgren Hall</b>

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**Saturday, 15 September 2018**

0700-0830	Breakfast Buffet	Westin Annapolis
1000-1200	<b>CMOH Society Memorial Service</b>	<b>Main Chapel</b>
1215-1300	Light snacks / refreshments	Westin Annapolis
1330-1900	<b>Superintendent's Tailgate</b>	<b>NMCMS</b>
1530	<b>Navy Football vs. Lehigh</b>	<b>NMCMS</b>
2000	Dinner/Party in Hospitality Suite	Westin Annapolis

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ACTION OFFICER DUTIES AND RESPONSIBILITIES

1. CMOH Society

a. Chairman, CMOH Society Annapolis Convention 2018

(1) Oversee all aspects of planning and execution for the CMOH Society Convention.

(2) Liaise with USNA Officer-in-Charge (OIC) for all anticipated/desired USNA involvement/facilities usage.

b. CMOH Society Project Officer

(1) Provide list of five potential Forrestal Lecture Town Hall CMOH Representatives to the USNA Flag Secretary via the Office of Special Events no later than (NLT) 24 August 2018.

(2) Provide list of attendees for Lunch with the Brigade of Midshipmen NLT 6 September 2018.

(3) Provide funding for 50-60 CMOH guests attending lunch in King Hall NLT 6 September 2018.

(4) Provide list of attendees for USNA Forrestal Lecture Town Hall discussion on Thursday, 13 September 2018, NLT 6 September 2018.

(5) Provide list of attendees for USNA Formal Parade and Superintendent's Tailgate in USNA Director of Protocol NLT 6 September 2018.

(6) Coordinate with Naval Academy Business Services Division (NABSD) to determine catering requirements, event costs and billing protocol for the Forrestal Lecture VIP Dinner in the Bo Coppedege Room and Patriot Reception and Gala in Dahlgren Hall.

(7) Via the Commandant Operations Midshipmen Activities Officer, coordinate with the USNA MAG Officer Representative/Advisor to facilitate Annapolis area school visits.

(8) Provide list of anticipated VVIP attendees to the Patriot Reception and Gala.

(9) Coordinate the CMOH Society Memorial Service with the USNA Memorial Affairs Coordinator, USNA Chaplain's Center and Office of Special Events.

(10) Via the Office of Special Events, liaise with NSA Annapolis regarding all USNA Security and access requirements.

Enclosure (2)

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(11) Via the Office of Special Events, provide invite list and agendas for Forrestal Lecture VIP dinner and Patriot Reception and Gala to USNA Staff Judge Advocate to assist with legal determination of attendance for USNA attendees.

(12) Confirm VVIP/VIP parking requirements with the USNA Office of Special Events.

2. Office of the Superintendent

a. Naval Academy USNA OIC

(1) CAPT (b) (6) USN, is assigned responsibility as the Naval Academy OIC.

(2) Supervise overall Naval Academy planning and execution in collaboration with the CMOH Society Project Officer.

b. USNA Flag Secretary

(1) Coordinate Forrestal Lecture on Thursday, 13 September 2018, at 1900.

(2) Coordinate VVIP/VIP attendance at Friday Formal Parade.

(3) Include CMOH Society representative in Formal Parade reviewing party, as appropriate.

(4) Coordinate the display/breaking of Senior Official's flag at Larson Hall, as appropriate.

c. USNA Public Affairs Officer. Coordinate appropriate coverage of USNA CMOH Society Convention events by external and Navy media.

d. USNA Director of Protocol

(1) Assist USNA OIC in matters involving protocol.

(2) Assist the Office of Special Events in developing an appropriate list of USNA invitees to CMOH Society Patriot Reception and Gala.

(3) Coordinate USNA representative attendance at Forrestal Lecture VIP Dinner.

(4) Assign VVIP/VIP seating for USNA and CMOH Society guests to the Forrestal Lecture.

(5) Provide invite list and agendas for Superintendent's tailgate to USNA Staff Judge Advocate to assist with legal determination of attendance for USNA attendees.

(6) Coordinate Protocol support for Superintendent's tailgate at NMCMS.

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e. USNA TAD Coordinator. Provide TAD Ensigns/Second Lieutenants to the Office of Special Events for support of events, as requested.

f. Director, Alumni Hall

(1) Set up Alumni Hall in appropriate configuration in support of Forrestal Lecture on Thursday, 13 September 2018.

(2) Provide access to Bo Coppedge room in support of Forrestal Lecture VIP Dinner on Thursday, 13 September 2018.

(3) Provide logistical and technical support to the Office of Special Events and CMOH Society staff, as requested

g. Office of Special Events

(1) Ensure list of CMOH Society attendees for Lunch with the Brigade of Midshipmen is provided to Commandant Operations Department for proper coordination and approval.

(2) Coordinate required setup of chairs, podium and sound system for Wreath Laying Ceremony in Memorial Hall on Thursday, 13 September 2018.

(3) Coordinate development and submission of movement Order for Midshipmen attending Book Signing/Autograph Session at Westin Annapolis on Thursday, 13 September 2018.

(4) Ensure list of CMOH attendees for USNA Forrestal Lecture Town Hall discussion on Thursday, 13 September 2018 is provided to USNA Protocol, Flag Secretary, and Alumni Hall Director, and ensure proper seating arrangements are completed.

(5) Provide list of CMOH attendees for USNA Formal Parade on Friday, 14 September 2018 to USNA Protocol, Flag Secretary, and Alumni Hall Director, and ensure proper seating arrangements are completed.

(6) Inform appropriate USNA stakeholders of anticipated VVIP attendees to the Patriot Reception and Gala.

(7) Facilitate coordination between the CMOH Society Project Officer, USNA Memorial Affairs Coordinator, and USNA Chaplain's Center for the CMOH Society Memorial Ceremony.

(8) Assist CMOH Society Project Officer in coordination of USNA Security and access requirements with NSA Annapolis.

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(9) Assist CMOH Society Project Officer in providing invite list and agendas for Forrestal Lecture VIP dinner and Patriot Reception and Gala to USNA Staff Judge Advocate to assist with legal determination of attendance for USNA attendees.

(10) Assist Protocol in providing invite list and agendas for Superintendent's tailgate to USNA Staff Judge Advocate to assist with legal determination of attendance for USNA attendees.

(11) In cooperation with the Naval Academy Athletic Association (NAAA), assist CMOH Society Project Officer with coordination of recognition of CMOH recipients both before and during the football game.

(12) Liaise with USNA Command Master Chief or his designated representative to coordinate CMOH Society involvement in Chief Pinning Ceremony/associated activities, if desired

(13) Coordinate VVIP and VIP parking requirements.

h. Staff Judge Advocate

(1) Provide legal oversight of all preparations and guidance, as required.

(2) Provide opinions and guidance for USNA attendance at CMOH Society events, including the Forrestal Lecture VIP Dinner and Patriot Reception and Gala.

i. Flag Supply Officer

(1) Ensure preparations are made to support the Superintendent's post-Formal Parade Reception weather alternate location in Smoke Hall.

(2) Coordinate Superintendent's Tailgate at NMCMS on Saturday, 15 September 2018.

j. USNA Command Chaplain. Provide support for CMOH Society Memorial Ceremony on Saturday, 15 September 2018, as required.

k. USNA Memorial Affairs Coordinator. Provide support for CMOH Society Memorial Ceremony on Saturday, 15 September 2018, as required.

l. USNA Command Master Chief. Liaise with the Office of Special Events to coordinate CMOH Society involvement in Chief Pinning Ceremony/associated activities, if desired.

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## 3. Office of the Commandant

a. Commandant Operations Officer

(1) Arrange for CMOH Society Convention attendees to view Noon Meal Formation on Thursday, 13 September 2018.

(2) Approve 50-60 CMOH Society guests for lunch in King Hall on Thursday, 13 September 2018, and arrange midshipmen escorts to facilitate dining opportunities in Company seating areas.

(3) Approve Memorial Hall usage and USNA Band/Glee Club soloist musical support of Wreath Laying Ceremony in Memorial Hall at 1330 on Thursday, 13 September 2018. Approve excusal list for midshipmen attending.

(4) Approve Movement Order for midshipmen attending Thursday, 13 September 2018 CMOH Society autograph session at Westin Annapolis.

(5) Provide midshipmen for Forrestal Lecture VIP dinner in Bo Coppedge Room on Thursday, 13 September 2018, as requested.

(6) Ensure Brigade is seated for Thursday, 13 September 2018 Forrestal Lecture NLT 1845.

b. Brigade Supply Officer. Prepare to host 50-60 CMOH Society guests for lunch in King Hall on 13 September 2018.

c. Director, Professional Development. Provide ASF personnel, as requested by NSA Annapolis Security.

d. Air Operations Officer. Coordinate flyover at NMCMS for 15 September 2018 football game.

e. Director, Naval Academy Band

(1) Provide musical support for Wreath Laying Ceremony in Memorial Hall on Thursday, 13 September 2018, as requested.

(2) Provide musical support for the Patriot Reception and Gala on Friday, 14 September 2018, as requested.

f. Midshipmen Activities Officer. Assist with coordination between the CMOH Society Project Officer and USNA MAG Officer Representative/Advisor to facilitate Annapolis area school visits.

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## 4. Commanding Officer, NSA, Annapolis

a. NSA Operations/Security Officer

(1) Coordinate and supervise applicable security arrangements for access and parking within USNA grounds with the Office of Special Events and CMOH Society Project Officer.

(2) Provide access to Gate 4 for CMOH Society vehicles egressing the Formal Parade on Friday, 14 September 2018.

(3) Secure parking, as required, in vicinity of Dahlgren Hall (i.e. Kelly Court) in support of Patriot Reception and Gala.

(4) Provide liaison with local police, fire, and emergency services, as required.

(5) Coordinate/provide appropriate NSA Annapolis/Naval District Washington emergency (fire, ambulance) services for convention events at USNA.

(6) Provide K-9 sweeps of Alumni Hall and/or Dahlgren Hall, as required.

(7) Provide security for the Patriot Reception and Gala in Dahlgren Hall, as required.

(8) Ensure approval by the Fire Marshall of the catering/seating plan for the Patriot Reception and Gala in Dahlgren Hall.

(9) Ensure VVIP escorts provided within NSA Annapolis jurisdiction (i.e. from Rt 450, LZ, etc), as required.

(10) Provide police and fire presence at helo ops site for arrival and departure of VVIPs, if required.

## 5. Director, NABSD Catering

a. Services Division

(1) Provide catering services in Bo Coppedge for the Forrestal Lecture VIP Dinner.

(2) Provide catering services in Dahlgren Hall for the Patriot Reception and Gala.

(3) Provide invoices for catering services, operating and equipment costs to CMOH Society Project Officer.

## 6. Director, Public Works Division (PWD)

a. As requested by the Office of Special Events, provide setup for Wreath Laying Ceremony in Memorial Hall on Thursday, 13 September.

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- b. Provide support to Alumni Hall Director, as requested.

7. Director, NAAA

- a. Provide logistical support for CMOH Society, as appropriate.
- b. In cooperation with USNA OIC, the Office of Special Events and Commandant Operations, provide opportunity both before and during the football game for recognition of the CMOH Society, as appropriate.

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POINT OF CONTACT LIST

Name	Title/Department	Telephone	Email
CMOH Society Staff			
Mr. Robert Monahan	Co-Chairman, CMOH Society	(b) (6)	
Mrs. Lynda Webster	Chairman, The Webster Group		
Ms. Christine Rice	Director, The Webster Group		
USNA Superintendent's Office			
CAPT (b) (6)	Director, Office of Special Events	(b) (6)	
Mr. (b) (6)	Office of Special Events		
LT (b) (6)	Office of Special Events		
Mrs. (b) (6)	Director of Protocol		
Mrs. (b) (6)	Deputy Director of Protocol		
LCDR (b) (6)	Flag Secretary		
Mr. (b) (6)	Director, Alumni Hall		
CDR (b) (6)	USNA Public Affairs Officer		
Mr. (b) (6)	USNA Public Affairs		
Ms. (b) (6)	USNA Public Affairs		
CAPT (b) (6)	Superintendent SJA		
LCDR (b) (6)	Superintendent Deputy SJA		
LT (b) (6)	Flag Supply		
Commandant's Office			
CAPT (b) (6)	Commandant Operations Officer	(b) (6)	
CDR (b) (6)	Assistant Commandant Ops		
LCDR (b) (6)	Commandant Ops LNO		
LT (b) (6)	Midshipmen Activities Officer		
Capt (b) (6)	Commandant EA		

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LT (b) (6)	Air Operations Officer	(b) (6)
NABSD/Catering		
(b) (6)	NABSD Deputy Director	(b) (6)
(b) (6)	NABSD Head Chef	
(b) (6)	NABSD Catering	
(b) (6)	NABSD Catering	
NSA Annapolis/ Security		
(b) (6)	Operations Officer	(b) (6)
LT (b) (6)	Security Officer	
(b) (6)	Chief of Police	
(b) (6)	Police Operations Officer	
Public Works Dept		
CAPT (b) (6)	Public Works Officer	(b) (6)
LT (b) (6)	Assistant Public Works Officer	
Mr. (b) (6)	Facility Management Specialist	
USNA TAD Coordinator		
CDR (b) (6)	Coordinator	(b) (6)